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Guidance Document
Emergency Order 1-AHO-05
Shelter and Rescue Facilities
Version - May 27, 2005

Emergency Order AH – consists of 4 main requirements:

1. Registration of Facilities that deal with animals.
2. Isolation of Animals for 48 hours upon entering the Commonwealth
3. Record-keeping that accurately and clearly indicates the health history of the animal and where it has been housed, transported and otherwise kept or where animal care is otherwise undertaken.
4. Veterinary Examination prior to sale, adoption, fostering, etc.

This document is intended to further explain details of what is to be expected in meeting these requirements.

Provisions of the Order

1. The registration portion of this Order applies to all organizations that sell, adopt, care for, groom, house, etc. animals within the Commonwealth. Organizations already licensed with DAR for this operation (pet shops, etc.) are not subject to this Order.
2. All such organizations must register with DAR within 45 days of the issuance of the Order – by **July 11, 2005**.
3. The remaining portions of this Order apply only to organizations bringing animals in across state lines for the purpose of adoption, sale, barter, trade, etc.
4. Organizations that bring animals across state line for sale, barter, trade, etc. and which do NOT have facilities dedicated to the housing and care of animals must immediately cease and desist placing orders for animals. Such organizations will have 10 business days from the issuance of the order (**June 10, 2005**) to:
 - a. Allow shipments previously ordered to enter the state
 - b. Adopt out any existing animal held by the organization.At the end of 10 business days, organizations that still have animals on hand (in foster care, etc.) should contact DAR. They will be allowed to adopt, sell, etc these animals so long as a veterinary check examination has been done, and health certificates sent to DAR. DAR needs to know the location and numbers of animals so that we know the animals have not been brought in or adopted in violation of the Order.
5. Organizations that bring animals across state line for sale, barter, trade, etc. which have facilities *dedicated* to the housing of animals (not foster homes or residences) have 90 days, until **August 26, 2005**, to have staff from DAR to inspect and approve their facility.. During this period, they can continue to bring dogs into the Commonwealth to this facility. There is a section on the registration form to indicate that you would like to be inspected.
6. After **August 26, 2005**, all organizations and individuals who are subject to this Order and who bring animals into the Commonwealth MUST have an approved isolation facility to continue this practice.

This Order does NOT apply to individuals bringing in their own pets from other states, or to individuals who are permanently adopting animals from out of state shelters.

This Order DOES apply to animals being brought into the state to be fostered.

Shelters who take in animals from known sources, where the animal(s) are coming from a residential setting (personally surrendered owned animals, as opposed to foster, feral or stray animals), from states contiguous to Massachusetts, may waive the 48 hour isolation period provided a thorough medical examination has been done.

Isolation Facilities

Settings

Isolation means just that – animals must be kept separated from other animals and people (other than those caring for them). Simply sending an animal to someone's home does not achieve isolation. The nature of activities in a household setting is contrary to the basic premise of isolation. However DAR will consider approving isolation facilities built in residences (basements, garages, barns, etc) separate from the living quarters.

DESIGN OF ISOLATION FACILITIES

Isolation rooms shall be designed so as to:

- (a) Provide a room to be used exclusively for the purposes of isolating incoming animals as required.
- (b) Ensure that the room is:
 - 1. Physically separated from rooms used to maintain other animals and human living areas;
 - 2. Completely enclosed by walls that extend from floor to ceiling;
 - 3. Equipped with an exhaust fan that serves to efficiently remove air from the room to an area outside the building and adequate ventilation to allow fresh air to circulate into the room;
 - 4. Equipped with a sink having hot and cold running water used exclusively for the cleaning and maintenance of the room, all equipment and utensils used therein, and animals housed within the room;
 - 5. Not used to house or maintain other animals, for storage, as restroom, as a public access area, or any other such purpose;
 - 6. Conducive to thorough cleaning and disinfection after animals have been removed and prior to the placement of other animals into the room; and

DAR realizes that many organizations do not have facilities that meet the letter of these requirements. So long as basic premises of isolation are achieved, we may approve facilities that are lacking in some areas. Facilities will likely be given a timeframe by which to meet the letter of these requirements.

MAINTAINANCE

Maintained in such a manner that all equipment and utensils entering the room are thoroughly cleaned and disinfected before being taken out of the room.

Groups of isolated animals must not overlap. Facilities need to be vacated between shipments, and the isolation facilities must be cleaned and disinfected between shipments of animals.